



DEPARTMENT OF THE NAVY

NAVAL SUPPLY SYSTEMS COMMAND

5450 CARLISLE PIKE

PO BOX 2060

MECHANICSBURG PA 17055-0791

NAVSUPINST 1650.5A

SUP 05

16 OCT 98

NAVSUP INSTRUCTION 1650.5A

Subj: MASTER TRAINING SPECIALIST (MTS) PROGRAM

Ref: (a) CNET Instruction 5000.5A

Encl: (1) Sample Letter of Recommendation
(2) Critique of Instructor
(3) Master Training Specialist Job Qualification
Requirements (JQR) Handbook

1. Purpose. To establish a Naval Supply Systems Command (NAVSUP) Food Service program to issue requirements as Master Training Specialist (MTS).

2. Cancellation. NAVSUPINST 1650.5.

3. Background. Education and training assignments within the NAVSUP claimancy are among the most critical in assuring quality service to the Fleet. MTS certification signifies that an individual has achieved a level of excellence above and beyond that of peers by displaying superior teaching skills and demonstrating a thorough knowledge of training administration and curriculum development management. MTS certification is demanding and may only be obtained through the formal certification program set forth in this instruction.

4. Discussion. A uniform recognition program provides command recognition for outstanding individual effort and fosters excellence in education and training. The primary objective is to recognize outstanding individuals who perform instructor duties within the NAVSUP claimancy. A secondary objective is to develop a cadre of outstanding instructors who can be used as curriculum developers.

5. Policy. Reference (a) provides policy and guidelines for the MTS program. Recognition as a MTS should not preclude other appropriate awards for the same services, and will not be used as an end-of-tour award.

a. Nomination criteria must be carefully controlled by the Navy Food Management Team Officer in Charge.

b. Eligibility.

(1) Navy enlisted personnel permanently assigned in a training billet at a NAVSUP command activity and whose primary mission is that of training and education can apply for MTS. Training billets are defined as instructor or equivalent.

(2) Personnel must have completed one of the Navy's formal instructor training paths and obtained the secondary NEC 9502 as documented on page 4 of service record. Request for a waiver of this requirement may be submitted when the nominating activity deems the candidate has equivalent training or educational background.

(3) Complete at least 12 months in a training billet before they appear before the command MTS nomination board.

(4) Receive enlisted performance evaluations reflecting no mark in any trait below 3.0 for the 12 month period preceding nomination.

(5) Pass the Navy's Physical Readiness Test (PRT) with a score of at least good for the preceding two cycles. Personnel with medical waivers must have passed the last PRT taken with a score of at least good prior to the medical waiver. All personnel must be within height/weight or body fat standards.

6. Certification Procedures. Formal certification authorization as a MTS will be held by the Director, Food Service Division, NAVSUP Code 51. Awarding authority may not be delegated to a lower level.

a. Member desiring nomination as a MTS will prepare the following package and present it through the chain of command.

(1) Letter of recommendation from Officer in Charge (enclosure (1)).

(2) Copy of page four indicating completion of instructor school and awarding NEC 9502.

(3) Copies of Fitness Report and Counseling Record covering the last 12 months.

(4) Copy of last two PRT results.

(5) Lesson Topic Guide (LTG). The LTG will be established as a new LTG. Existing LTGs from NAVSUP, Navy Food Management Teams, Readiness Support Group, etc., will not be used. LTGs must be typed. Handwritten LTGs will not be accepted.

(6) Copies of handout material(s).

(7) Other training materials used to enhance LTG such as power point presentations, overhead transparencies or videos (title only).

(8) Video tape 15-20 minutes in length. Video must be filmed during an actual class.

(9) Critique sheets from members of the command who were assigned to critique the lesson topic, with recommendation (enclosure (2)). At least one evaluator must be MTS certified.

(10) Completed Job Qualification Requirements (JQR) Handbook (enclosure (3)). Each signature block on the handbook should be signed by an individual who is MTS certified.

b. MTS packages should be sent to Commander, Naval Supply Systems Command, Attn: SUP 512, 5450 Carlisle Pike, P.O. Box 2050, Mechanicsburg, PA 17055-0791. MTS package will be submitted for formal review by a board composed of NAVSUP codes 512, 512A, 512A3, 513, 513A1, no later than 15 July of each calendar year. The board will convene 30 July each year to review packages submitted for consideration.

c. Selectees will be presented with MTS Certificate of accomplishment and MTS medallion for presentation at an appropriate command ceremony.

d. MTS packages rejected for any reason will be returned with a letter of explanation.

e. MTS certification package may be resubmitted three months from the date notification is made that the candidate did not attain MTS certification.



C. A. TOLEDO
By direction

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Navy Food Management Team Norfolk, 1955 Morris Street, Norfolk, VA 23511-3497 (10 copies)

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SAMPLE LETTER OF RECOMMENDATION

From:

To: Commander, Naval Supply Systems Command

Subj: MASTER TRAINING SPECIALIST RECOGNITION ICO
Name, Rank/Rate, SSN

Ref: (a) NAVSUPINST 1650.5A

Encl: (1) Letter of Recommendation
(2) Page 4 of Service Record
(3) Fitness Report and Counseling Record
(4) Copy of Last Two PRT Results
(5) Lesson Topic Guide (LTG)
(6) Copies of Handout Material
(7) Other Training Material
(8) Video Tape
(9) Critique Sheets
(10) Job Qualification Requirements (JQR) Handbook

1. Per reference (a), enclosures (1) through (10) are forwarded with the recommendation that (FULL NAME, RATE) be designated as a Master Training Specialist. I certify the above named individual has completed all requirements and fulfills all the eligibility requirements and is deserving of this recognition.

2. Provide detailed justification. For example: Specifically, during the period (day, month, year) to (day, month, year), (grade, name) trained (number of individuals) personnel of the U.S. Navy and provided career enhancement training to (number of individuals) personnel to assist them in completing their training. As a result of his/her superlative efforts, the Naval Supply Systems Command and the Navy Food Management Team's readiness to meet its mission has been improved.

Signature

Enclosure (1)

CRITIQUE OF INSTRUCTOR

A separate critique will be used to evaluate each MTS Nominee. Evaluators are encouraged to provide specific feedback in the comments section.

DATE: _____

INSTRUCTOR NAME: _____

TOPIC: _____

(Rating Scale)				
1	2	3	4	5
Strongly Disagree	Disagree	Neither Agree nor Disagree	Agree	Strongly Agree

Circle One

- | | | | | | |
|---|---|---|---|---|---|
| 1. The instructor was prepared for the lesson. | 1 | 2 | 3 | 4 | 5 |
| 2. The instructor clearly explained the lesson objectives. | 1 | 2 | 3 | 4 | 5 |
| 3. The instructor encouraged students to ask questions. | 1 | 2 | 3 | 4 | 5 |
| 4. The instructor answered questions adequately. | 1 | 2 | 3 | 4 | 5 |
| 5. The instructor taught at the students' level of understanding. | 1 | 2 | 3 | 4 | 5 |
| 6. The instructor advertised he/she was available outside the class to assist with problem areas. | 1 | 2 | 3 | 4 | 5 |
| 7. The instructor was enthusiastic about subject. | 1 | 2 | 3 | 4 | 5 |
| 8. The instructor made best use of time available for the lesson topic. | 1 | 2 | 3 | 4 | 5 |
| 9. The instructor used training aids and equipment effectively. | 1 | 2 | 3 | 4 | 5 |

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Provide specific comments on the Instructor:

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. There are no margins, text, or other markings on the paper.

(Check One)

- ☐ Recommended for MTS designation
 - ☐ Not recommended for MTS designation

Name of Evaluator: _____
(Print Complete Name)

 (Signature)

 (Date)

Evaluator command phone number:

JOB QUALIFICATION REQUIREMENTS (JQR) MASTER TRAINING SPECIALIST

The Master Training Specialist (MTS) Job Qualification Requirements (JQR) Program is designed to guide personnel through a training process, with the ultimate goal of attaining MTS qualification.

The structure of the MTS JQR Program is based on the NAVEDTRA 130 manuals which have replaced or will replace existing curriculum development and schoolhouse management documentation, and various OPNAV and CNET instructions which govern navy training policy and standards.

There are local instructions for individual commands with which the MTS candidate may be required to become familiar. The local governing board for the MTS JQR Program for a given command will decide which local instructions should be added. The structure of the program is broad-based to ensure a MTS from one CNET command will be recognized as a MTS upon transfer to another CNET command.

The JQR is divided into five modules, each module containing specific information and knowledge essential to an MTS. Within the first four modules, references are listed at the beginning of the module. The last module does not list references as the instructions themselves are the references for the required information.

The listed references for each module do not constitute the only source of information for correct answers to each line item listed in the JQR, although they are the primary sources. It is the responsibility of the MTS candidate to ensure that all references are valid and applicable to the MTS JQR Program.

Each module consists of individual line items which all candidates are required to answer. After compiling the written information, the MTS candidate will review the line items with a command authorized signature authority.

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MODULE 1

MANAGEMENT

SIGN-OFF SHEETS

The purpose of this module is to ensure that the Master Training Specialist is familiar with the purpose, administration, management and structure of the training community.

REFERENCES:

A. NAVEDTRA 135 NAVY SCHOOL MANAGEMENT MANUAL

101 NAVEDTRA 135

101.1 State the manual numbers and titles in the current and proposed NAVEDTRA 130 series manuals.

(Signature) (Date)

101.2 List the responsibility of each of the following members of the training organizational structure: Chief of Naval Operations (CNO), Chief of Naval Education and Training (CNET), Functional Commander, Curriculum Control Authority (CCA), Course Curriculum Model Manager (CCMM), and the Participating Activity.

(Signature) (Date)

101.3 Describe the "A," "C," and "F" classes of specialized training.

(Signature) (Date)

101.4 State the 3 minimum requirements (for all courses) for instructor certification.

(Signature) (Date)

101.5 How often is training on safety required for all staff?

(Signature) (Date)

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101.6 Discuss the categories of attrition.

(Signature) (Date)

101.7 When are Academic Review Boards (ARBs) required?

(Signature) (Date)

101.8 What grade will be assigned to a retest if the student passes the material retested?

(Signature) (Date)

101.9 State the 6 phases of the curriculum development/revision process.

(Signature) (Date)

101.10 Who determines what standard will be used for a curriculum revision?

(Signature) (Date)

101.11 Who is responsible for maintaining a course audit trail? A master record?

(Signature) (Date)

101.12 Explain briefly the two purposes of Instructor Evaluations.

(Signature) (Date)

101.13 The student critique program is divided into what three

areas?

(Signature) (Date)

101.14 State how often a Formal Course Review (FCR) will normally be conducted.

(Signature) (Date)

101.15 Name five types of tests.

(Signature) (Date)

101.16 The evaluation of the classroom instructor is divided into what four areas?

(Signature) (Date)

101.17 The evaluation of a laboratory instructor is divided into what three areas?

(Signature) (Date)

101.18 Name the Appendices found in the NAVEDTRA 135.

(Signature) (Date)

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MODULE 2

INSTRUCTION

SIGN-OFF SHEETS

The purpose of this module is to reinforce and strengthen effective instructional techniques for the podium instructor, ensure proper student-instructor relationships, and emphasize correct procedures for conducting courses of instruction within the Navy.

REFERENCES:

- A. NAVEDTRA 134 NAVY INSTRUCTOR MANUAL

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MODULE 2 (NAVEDTRA 134)

102.1 Explain the process of identifying training requirements for Naval personnel.

(Signature) (Date)

102.2 State the purpose of the Navy Training System.

(Signature) (Date)

102.3 What is the most essential, single link in the training chain?

(Signature) (Date)

102.4 State and discuss the three qualities of an efficient and effective instructor.

(Signature) (Date)

102.5 Discuss the Instructor's responsibilities in terms of:

- a. Responsibility to students
- b. Responsibility to training safety
- c. Responsibility for security
- d. Responsibility for curriculum

(Signature) (Date)

102.6 List & discuss the key principles to applying motivation theory in a training situation.

(Signature) (Date)

102.7 List and discuss the five techniques which can assist in developing motivational strategies for instruction:

(Signature)

(Date) 102.8 State the ultimate goal of instruction.

(Signature) (Date)

102.9 State the five different ways of learning.

(Signature) (Date)

102.10 Discuss the five different ways of learning.

(Signature) (Date)

102.11 State the five laws of learning.

(Signature) (Date)

102.12 Discuss the single most important factor in a student's educational advancement.

(Signature) (Date)

102.13 List and discuss the five learning senses in their order of importance to the instructional environment.

(Signature) (Date)

102.14 State and discuss the six common characteristics all students possess.

(Signature) (Date)

102.15 State and discuss the four basic learning styles.

(Signature) (Date)

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102.16 List the percentages of information retained when one or more learning styles is involved in the instructional process.

(Signature) (Date)

102.17 State the barriers to effective communications.

(Signature) (Date)

102.18 State and discuss the purpose of the 3-step communication process.

(Signature) (Date)

102.19 Discuss why listening is one of the most important communication skills.

(Signature) (Date)

102.20 What five factors must be considered in planning instruction delivery?

(Signature) (Date)

102.21 State and discuss the importance of body movement as an important part of successful communication.

(Signature) (Date)

102.22 State and discuss the four purposes of oral questioning.

(Signature) (Date)

102.23 State and discuss the characteristics of a good oral question.

(Signature) (Date)

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102.24 Discuss the types of oral questions and their purposes.

(Signature) (Date)

102.25 State the five steps of the five-step questioning technique.

(Signature) (Date)

102.26 List five of the seven instructional methods.

(Signature) (Date)

102.27 State and discuss the three parts of a learning objective.

(Signature) (Date)

102.28 State and discuss the three learning domains.

(Signature) (Date)

102.29 Explain the differences between:

- a. Course Learning Objectives and Terminal Objectives
- b. Topic Learning Objectives and Enabling Objectives

(Signature) (Date)

102.30 Discuss the two methods of testing and their importance.

(Signature) (Date)

102.31 Explain the five learning levels a knowledge test item may test:

(Signature) (Date)

102.32 Discuss the different types of performance tests.

(Signature) (Date)

102.33 List and describe the primary materials used in presenting instruction.

(Signature) (Date)

102.34 State the purposes of using Instructional Media Materials.

(Signature) (Date)

102.35 Describe two types of instructor evaluations.

(Signature) (Date)

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MODULE 3 SIGN-OFF SHEETS

The purpose of this module is to ensure Master Training Specialists are well versed in the procedures for the development, implementation, and evaluation of curriculum and instruction.

References:

- a. NAVEDTRA 130 Task Based Curriculum Development

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MODULE 3

103 NAVEDTRA 130

103.1 Discuss the item(s) developed in Phase I (PLAN) of Task Based Curriculum Development.

(Signature) (Date)

103.2 Discuss the items developed in Phase II (Analyze).

(Signature) (Date)

103.3 Discuss the items developed in Phase III (Design).

(Signature) (Date)

103.4 State the two categories of learning objectives.

(Signature) (Date)

103.5 Discuss the items developed in Phase IV (Develop).

(Signature) (Date)

103.6 Discuss the purpose of Instructional Media Materials (IMM).

(Signature) (Date)

103.7 State and discuss the elements of the Lesson Plan.

(Signature) (Date)

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103.8 State and discuss the elements of the Trainee Guide.

(Signature) (Date)

103.9 State the rules for writing a Course Training Task List (CTTL) statement.

(Signature) (Date)

103.10 State the purpose of testing.

(Signature) (Date)

103.11 Explain the purpose of conducting a Pilot Course (Phase IV).

(Signature) (Date)

103.12 List the justifiable reasons for developing, revising, or canceling a course.

103.13 Discuss the purpose of PHASE V (IMPLEMENT).

(Signature) (Date)

103.14 Discuss the purpose of PHASE VI (EVALUATE).

(Signature) (Date)

103.15 Discuss the relationship between the following as used in the CTTL.

- (1) Job
- (2) Duty
- (3) Task

(Signature) (Date)

103.16 State the difference between the Course Mission Statement and a Terminal Objective.

(Signature) (Date)

103.17 Describe the three products of the Training Course Control Document:

(Signature) (Date)

103.18 List the volumes of the NAVEDTRA 130 and their purpose.

(Signature) (Date)

103.19 Spell out the full term for the following acronyms:

- (1) LP
- (2) D-D-A Page
- (3) TO
- (4) EO
- (5) DP
- (6) RIA
- (7) IMM

(Signature) (Date)

103.20 How many pages make up one volume of a lesson plan?

(Signature) (Date)

103.21 Where are the procedures for the handling and storage of classified training materials found?

(Signature) (Date)

300 NAVEDTRA 130

303.1 Develop a Training Project Plan.

(Signature) (Date)

303.2 Develop a Course Training Task List (minimum of 1 duty and 4 supporting tasks).

(Signature) (Date)

303.3 Develop Terminal and Enabling Learning Objectives based on the CTTL developed in 303.2. (Minimum of one Terminal Objective and 4 Enabling Objectives).

(Signature) (Date)

303.4 Develop one knowledge lesson topic on the learning objectives developed in 303.3.

(Signature) (Date)

303.5 Develop an assignment sheet and an information sheet based on the learning objectives developed in 303.3 and 303.4.

(Signature) (Date)

303.6 Develop a 10 question test based on the learning objectives developed in 204.3.

(Signature) (Date)

NOTES: Develop items may be based on actual or fictitious requirements. Format of all items developed will be in accordance with the most recent instructions and module ref (a). If the MTS candidate is/was actively involved in a course curriculum change/revision/rewrite in the past 12 months, the above listed 300 series line items may be derived and verified from curriculum project.

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MODULE 4
NAVEDTRA 131
SIGN-OFF SHEETS

The purpose of this module is to ensure Master Training Specialists are well versed in the development, implementation, and evaluation of curriculum and instruction in the NAVEDTRA 131 format.

REFERENCES:

A. NAVEDTRA 131 Personnel Performance Profile-Based Curriculum Development Manual

NAVEDTRA 131

104.1 State the volumes and titles in the NAVEDTRA 131 and what they contain.

(Signature) (Date)

104.2 Describe the pre-, post-, and core stages involved in developing materials following the Personnel Performance Profile (PPP) - Based curriculum development method (seven).

(Signature) (Date)

104.3 List the contents of a Training Project Plan (TPP).

(Signature) (Date)

104.4 Define a Personnel Performance Profile.

(Signature) (Date)

104.5 State the most critical element of curriculum development per NAVEDTRA 131, and explain its importance.

(Signature) (Date)

104.6 State and discuss the Training Path System (TPS) outputs (stage 1).

(Signature) (Date)

104.7 List and describe the contents of the preliminary training course control documents (stage 2).

(Signature) (Date)

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104.8 List and describe the elements of the Lesson Plan.

(Signature) (Date)

104.9 State the six types of instruction sheets found in the trainee guide.

(Signature) (Date)

104.10 State the Training Objective Statement (TOS) codes for both knowledge and skill.

(Signature) (Date)

104.11 Define the three "task sets."

(Signature) (Date)

104.12 State and discuss the types of courses listed in a Training Path Chart (TPC).

(Signature) (Date)

104.13 When should job sheet development begin?

(Signature) (Date)

104.14 Explain how course learning objectives (CLOs) are developed.

(Signature) (Date)

104.15 How are part numbers determined?

104.16 List four of eight ways to sequence a course?

(Signature) (Date)

104.17 What is contained in a resource requirements list?

(Signature) (Date)

104.18 What is contained in the final Training Course Control Document (TCCD)?

(Signature) (Date)

104.19 What annexes are included in the final Training Course Control Document (TCCD)?

(Signature) (Date)

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300 NAVEDTRA 131

304.1 Develop an equipment PPP table.

(Signature) (Date)

304.2 Develop a Training Path System. Include the following:

- a. TOS statements
- b. TAM for the PPP table developed in 304.1
- c. TLA chart for PPP table developed in 304.1
- d. TAC for course

(Signature) (Date)

304.3 Develop a Curriculum Outline of Instruction and topic learning objectives based on the TPS developed in 304.2.

(Signature) (Date)

304.4 Develop one skill instructor guide topic based on the learning objectives developed in 304.3.

(Signature) (Date)

304.5 Develop a job sheet and a diagram sheet based on the learning objectives developed in 304.3 and 304.4.

(Signature) (Date)

304.6 Develop a transparency based on the learning objectives developed in 304.3.

(Signature) (Date)

NOTES: Developed items may be based on actual or fictitious requirements. Format of all items developed will be in accordance with the most recent instructions and module ref (a). If the MTS candidate is/was actively involved in a course curriculum change/revision/rewrite in the past 12 months, the above listed 300 series line items may be satisfied by this curriculum project.

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MODULE 5
TRAINING INSTRUCTIONS
SIGN-OFF SHEETS

The purpose of this module is to ensure Master Training Specialists are well versed in all instructions relating to the conduct, development, revision, reporting and evaluation of training course curriculum, support materials, documents and management systems as well as student handling procedures. There is no 300 series for this module as these instructions support and amplify concepts contained in modules 1 through 4.

REFERENCES: (Contained in each module sub-section)

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105.1

**OPNAVINST 1500.2 Series
CONTRACTOR DEVELOPED TRAINING**

105-1.1 What is the purpose and scope of this instruction?

(Signature) (Date)

105-1.2 The term "contractor-developed training" is defined as training for use within the Navy from what three sources?

(Signature) (Date)

105-1.3 Initial training usually consists of what parts/phases?

(Signature) (Date)

105-1.4 When will preliminary evaluation take place?

(Signature) (Date)

105-1.5 Final acceptance shall occur when?

(Signature) (Date)

105-1.6 From the Training Activity viewpoint, what is the most important duty that CNET has in dealing with contractor-developed training/materials?

(Signature) (Date)

105-2

**OPNAVINST 1500.71 Series
NAVY TRAINING FEEDBACK SYSTEM**

105-2.1 State the purpose and scope of this instruction.

(Signature) (Date)

105-2.2 What feedback systems formerly in use have been superseded by the Navy Training Feedback System?

(Signature) (Date)

105-2.3 Why was the Navy Training Feedback System designed?

(Signature) (Date)

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105-3

CNETINST 1500.1 Series
CATALOG OF NAVY TRAINING COURSES (CANTRAC)

105-3.1 State the purpose of this instruction.

(Signature) (Date)

105-3.2 Describe the volumes and addenda of the CANTRAC.

(Signature) (Date)

105-3.3 Who is responsible for the production of CANTRAC and how often is each volume updated?

(Signature) (Date)

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105-4

**CNETINST 1500.20 Series
SAFETY PROCEDURES FOR CONDUCTING TRAINING**

105-4.1 What type of courses are considered "high-risk"?

(Signature) (Date)

105-4.2 What section of the instruction lists courses that have been designated as "high-risk"?

(Signature) (Date)

105-4.3 What is a "D O R" and the procedures for conducting one?

(Signature) (Date)

105-4.4 What is a "T T O" and the procedures for conducting one?

(Signature) (Date)

105-4.6 What is a Pre-Mishap Plan (PMP) used for, and how often must it be reviewed for accuracy of information? fully exercised?

(Signature) (Date)

105-4.7 How often are Safety Stand-downs required?

(Signature) (Date)

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105-5

SYSTEM

CNETINST 1510.1 Series
NAVY INTEGRATED TRAINING AND RESOURCES ADMINISTRATION
(NITRAS)

105-5.1 State the purpose of NITRAS.

(Signature) (Date)

105-5.2 State the name and discuss the contents of each of the files which comprise NITRAS.

(Signature) (Date)

105-5.3 What kind of information can an instructor/command input to NITRAS?

(Signature) (Date)

105-5.4 Discuss the difference between calendar days and instructional days in regard to course length.

(Signature) (Date)

105-5.5 State five data elements contained in both NITRAS and CANTRAC.

(Signature) (Date)

105-5.6 State the meaning of the acronym "C D P."

(Signature) (Date)

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105-7

CNETINST 1540.13 series

**PREPARATION OF COURSE MASTER SCHEDULE/MASTER SCHEDULE
SUMMARY SHEET**

105-7.1 What is the purpose of the Course Master Schedule?

(Signature)

(Date)

105-7.2 What is the purpose of the Master schedule Summary Sheet?

(Signature)

(Date)

105-7.3 What are the CCMM's responsibilities in regards to schedule standardization?

(Signature)

(Date)

105-7.4 How many standard technical training hours shall the Course Master Schedule reflect for the workweek?

(Signature)

(Date)

105-7.5 What non-technical training (occurring outside the 40 periods) should be included in the Course Master Schedule?

(Signature)

(Date)

105-7.6 What is the standard classroom student-to-instructor ratio?

(Signature)

(Date)

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105-7.7 What is a "bottleneck ratio"?

(Signature)

(Date)

105-7.8 What does the Master schedule summary sheet (MSSS) list in section B?

(Signature)

(Date)

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105-8

CNETINST 1550.10 Series
PRODUCTION, APPROVAL, IMPLEMENTATION AND CANCELLATION
OF TRAINING PROGRAMS AND MATERIALS

105-8.1 What is the purpose of this instruction, and to which commands does this apply?

(Signature) (Date)

105-8.2 State when a training project plan is required.

(Signature) (Date)

105-8.3 What is required in the "justification" section of a project plan?

(Signature) (Date)

105-8.4 State when course curricula material will be "archived."

(Signature) (Date)

105-8.5 Where is "archived material" maintained?

(Signature) (Date)

105-8.6 State the four categories of training material modifications, and give a brief description of each.

(Signature) (Date)

105-8.7 How long shall "archived material" be maintained in the repository?

(Signature) (Date)

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105-8.8 Commands seeking approval for training programs not abiding by this instruction shall submit a request for resolution/approval to whom?

(Signature)

(Date)

105-10

CNETINST 5311.1 series
COMPUTATION OF INSTRUCTOR REQUIREMENTS

105-10.1 The method used to determine instructor billets is based on what?

(Signature) (Date)

105-10.2 What is the "standard instructor weekly teaching load"?

(Signature) (Date)

105-10.3 What is the average number of instructor monthly teaching/contact periods?

(Signature) (Date)

105-10.4 What are the benefits of instructor cross-utilization?

(Signature) (Date)

FINAL QUALIFICATION SIGN-OFF SHEET

1. Eligibility requirements complete

(Signature)

(Date)

2. MTS JQR complete

(Signature)

(Date)

3. MTS Nomination Oral Boards complete

(Signature)

(Date)

4. Senior Instructor Certification:

(Signature)

(Date)

5. Officer in Charge Certification

(Signature)

(Date)